****

JOB DESCRIPTION

**DATE:** February 12, 2025

**JOB TITLES:** **Administrative Assistant - Cedar Falls Campus**

**LOCATION:** Cedar Falls

**REPORTS TO:** Cedar Falls Campus Pastor

**FLSA STATUS:** Full-time, Non-exempt

**WEEKENDS:** Some

SUMMARY:

This position is responsible for providing professional administrative and clerical support to the Cedar Falls Campus Pastor and Associate Campus Pastor. The Administrative Assistant will also provide support to the campus by overseeing the campus communications and mailings. Will maintain a high degree of confidentiality, discretion, tact, oversight and flexibility to promote the mission of PLC.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties in addition to these may be assigned.

* Responsible for managing data in Rock RMS as it pertains to the Cedar Falls Campus, people, and activities.
* Update and maintain relevant projects and tasks in ClickUp.
* Manage and support the calendars of the Cedar Falls Campus Pastor and Associate Campus Pastor through understanding of their primary focus and priorities.
* Receive and screen communications for the Campus Pastor and Associate Campus Pastor, including telephone and email messages, and provide assistance and direction using independent judgment to determine those that require priority attention.
* Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc. Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
* Ensure that all aspects of the office environment are running smoothly, including the copier, office supplies, incoming and outbound mail and office supply needs.
* Implement and execute special projects as assigned, with minimal oversight, including Spring and Fall Summits, baptism pool party, volunteer celebrations etc.
* Schedule and coordinate Cedar Falls facility use for special events and outside rental groups.
* Create templates, workflows and to-dos for campus projects and staff utilizing Basecamp, ClickUp and additional software tools as required.

SUPERVISORY RESPONSIBILITIES

The Administrative Assistant will oversee Connection Desk volunteers. This includes recruiting and developing the volunteers as well as administrative tasks related to volunteer roster management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

* High school diploma required.
* Clerical training and/or experience in an executive administrative support role.
* Experience working with volunteers and/or customer service experience is helpful, though not required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write effective correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

* Proficient in the use of Microsoft Office (Word, Excel, Publisher, Powerpoint, and Outlook) and Evernote.
* Proficient in technologies such as Facebook, blogs, texting, and willing to learn new technologies as they become useful.
* Able to maintain confidentiality and work with sensitive information.
* Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
* Ability to work efficiently and effectively in team situations and to work independently.
* Possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many “hats” simultaneously is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_